

Agenda

DSC Contract Management Committee

11:00 Wednesday 20 February 2019

at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

(Teleconference: 020 3582 4515, ID 451-364-066)

Short notice items are in italics

** indicates where the material is expected to be provided late*

| <i>Item</i> | <i>Topic</i> | <i>Lead</i> | <i>Category</i> |
|-----------------------------------------------------|--------------------------------------------------------|-------------|-----------------|
| 1. Introduction | | | |
| 1.1. | Apologies for absence | Chair | Information |
| 1.2. | Alternates | | |
| 1.3. | Confirm Voting rights | | |
| 1.4. | Approval of Minutes (16 January 2019) | | |
| 2. | Business Continuity Plan | CDSP (DS) | Information |
| 3. | Contract Assurance Audit | CDSP (EB) | Information |
| 4. Monthly Contract Management Report (KPIs) | | | |
| 4.1. | KPI Reports* | CDSP (MO) | Information |
| 4.2. | Issue Management Update | CDSP (MD) | Information |
| 4.2.1. | Amendment Invoice Taskforce Update | CDSP (AS) | Information |
| 4.3. | KVI Performance | | |
| 4.3.1. | January KVI Performance | CDSP (MD) | Discussion |
| 4.4. | UIG Update | CDSP (LJ) | Information |
| 4.5. | Information Security Arrangements - (Verbal Update) | CDSP (VB) | Information |
| 5. Financial Information | | | |
| 5.1. | Cost Allocation Model and Methodology | CDSP (NS) | Information |
| 5.2. | CDSP Budget | CDSP (NS) | Information |
| 5.3. | Annual Charging Statement | CDSP (NS) | Information |
| 5.4. | Invoicing (covered under section 4.1) | CDSP (NS) | Information |
| 6. Disclosures | | | |
| 6.1. | AltHanCo Disclosure Report – (Verbal Update) | CDSP (RJ) | Information |
| 6.2. | Disclosure of data to MAMs to support Faster Switching | CDSP (RJ) | Discussion |
| 7. | Review of Outstanding Actions(s) | Chair | Discussion |
| 8. Key Committee Updates | | | |

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|-------------------------------------------------------------------------|-------------------|-------------|
| 8.1. DSC Change Management Committee* | CDSP (ES) | Information |
| 8.2. PAC/PAFA | CDSP (ES) | Information |
| 9. CSS Update – (Verbal Update) | CDSP (EL) | Information |
| 10. Any Other Business | | |
| 10.1. DAR Enquiry Schedule | CDSP (DA) | Information |
| 10.2. Role of the AUGE | Gazprom (SM) | Information |
| 10.3. Xoserve Customer Communications Strategy – (Verbal Update) | CDSP (PF) | Discussion |
| 10.4. DSC Contract Management Committee – Meeting Timing | Joint Office (CS) | Information |
| 10.5. DSC Service Description Table Amendments CDSP (AM) | CDSP (AM) | Information |
| 10.6. Reports for Ofgem to enable RECCO invoices | CDSP (RJ) | Information |
| 10.7. Market Scan | CDSP (MB) | Information |
| 11. Diary Planning | Chair | Information |

Action Table (as at 16 January 2019)

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Status Update |
|-------------|--------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------|
| 0803 | 15/08/18 | 4.2 | Xoserve (MD) to produce a Communications Strategy for notification of incidents with timelines for resolution, with an indication of importance and the potential customer impact. | Xoserve (MD) | Carried Forward |
| 0101 | 16/01/19 | 6.1 | Xoserve (AM) to provide evidence of what the contract with AltHanCo was aiming to do and to share the boiler plate information. | Xoserve (AM) | Pending |
| 0102 | 16/01/19 | 6.1 | Xoserve (AM) to document the risk of information exchange between AltHanCo and their service provider and clarify how the contract, covers information and data being released to this 3 rd party | Xoserve (AM) | Pending |

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